

**THE CO-OPERATIVE UNIVERSITY OF KENYA**

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**DIRECTORATE OF ALUMNI, CAREER SERVICES AND INTERNATIONAL STUDENTS**

**TO:** ALL STUDENTS **REF**: CUK/A/190(A)

**FROM**: DIRECTOR, DACSIS **DATE:** 24TH September, 2021

**RE: UPDATING OF ATTACHMENT DETAILS ON THE STUDENTS PORTAL**

As of January 2021, all students on attachment are required to upload their attachment details online through the students’ portal. Students are required to follow the following steps to successfully update their details:

**Step 1**: Log into your student portal account by using your registration number and password

**Screen 1: Log on Screen**

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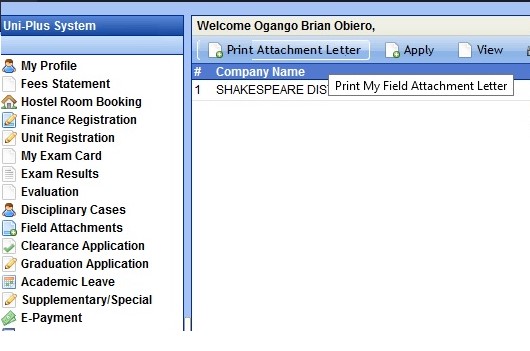
**Step 2**: Click on Field Attachment

**Screen 2: The “Field Attachment” Button**

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**Step 3**: Click on Print attachment letter. You will need the attachment letter to introduce yourself to the attaching organization.

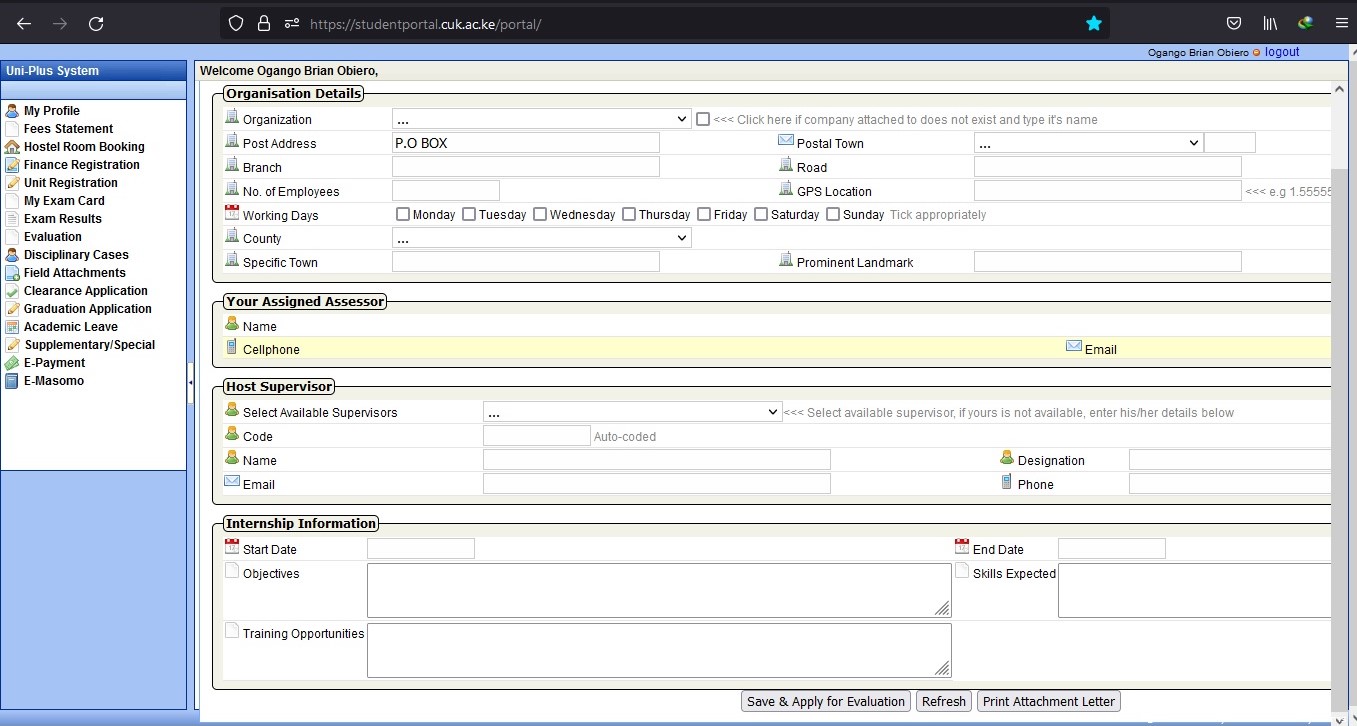
**Screen 3**: **The “Print Attachment Letter” Button**

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**Step 4**: Click on apply. A window will open that allows you to feed in your attachment details. Ensure you **save and apply for evaluation** to successfully complete this step. Your organization details will then appear when you click on “Field Attachment”.

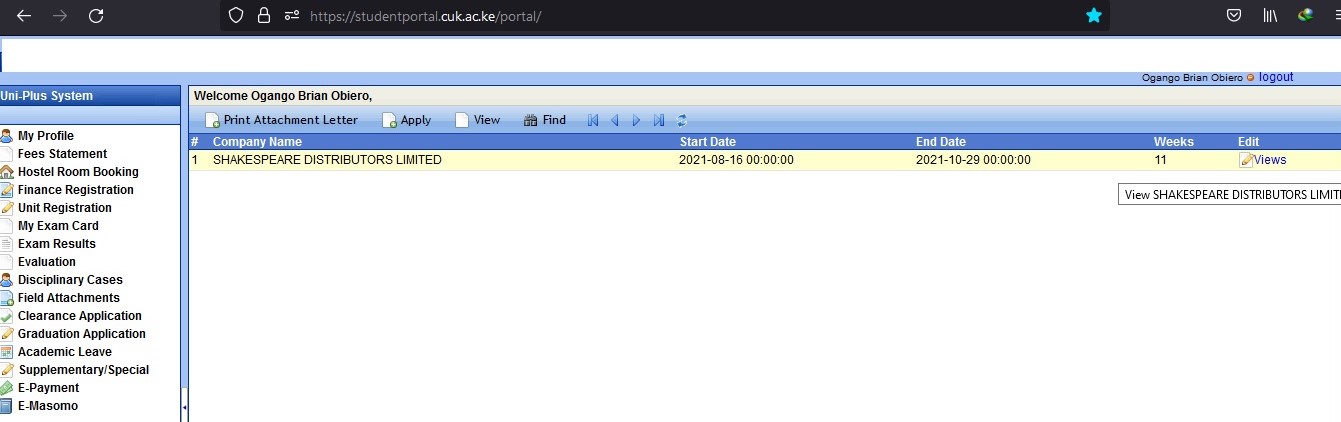
**NB**: Only students who have registered for Industrial Attachment as a unit will be able to access this page.

**Screen 4: Attachment Details Page**

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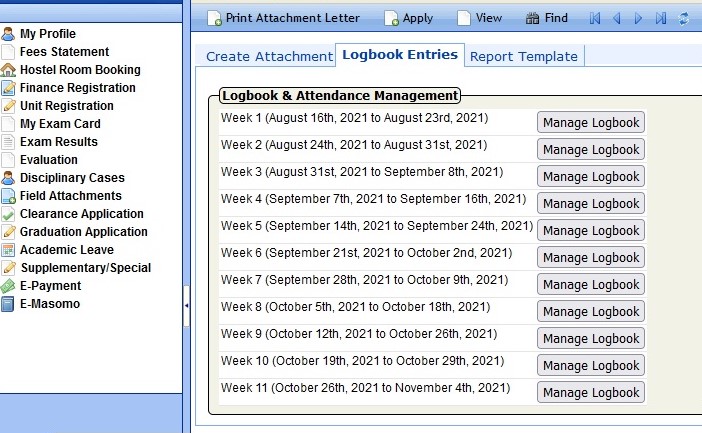
**NB:** Do not fill the **“Your Assigned Assessor”** section, this section will be automatically filled once the University assigns you an assessor.

**Screen 5: Post Saving Attachment Details Screen**

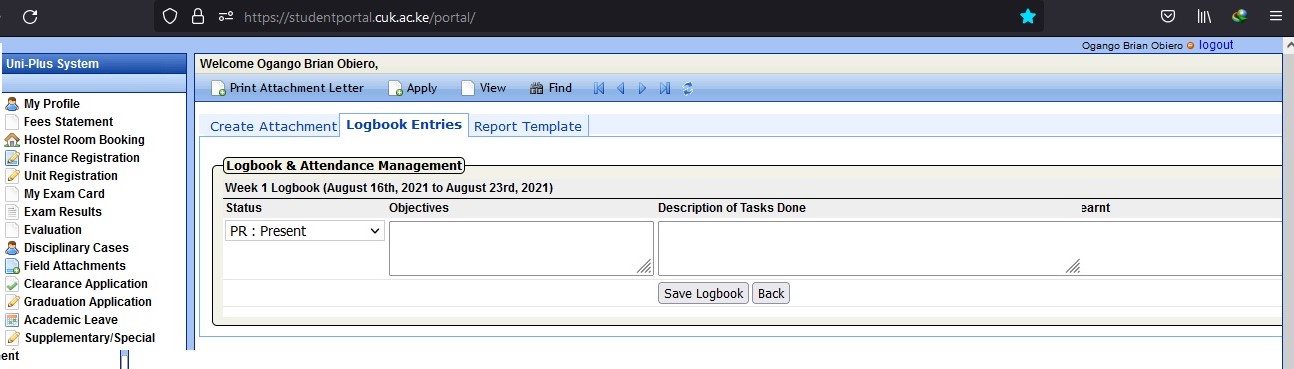
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**Step 5:** Once you begin attachment, you are required to fill an online logbook. You can be accessed by clicking on the “**Views**” button. It will open a page with the 12 weeks of attachment. Open each week by clicking “**Manage Logbook”** and fill the logbook at the end of every week. Ensure you save your details by clicking on “save logbook’’

**Screen 6: Logbook & Attendance Management**

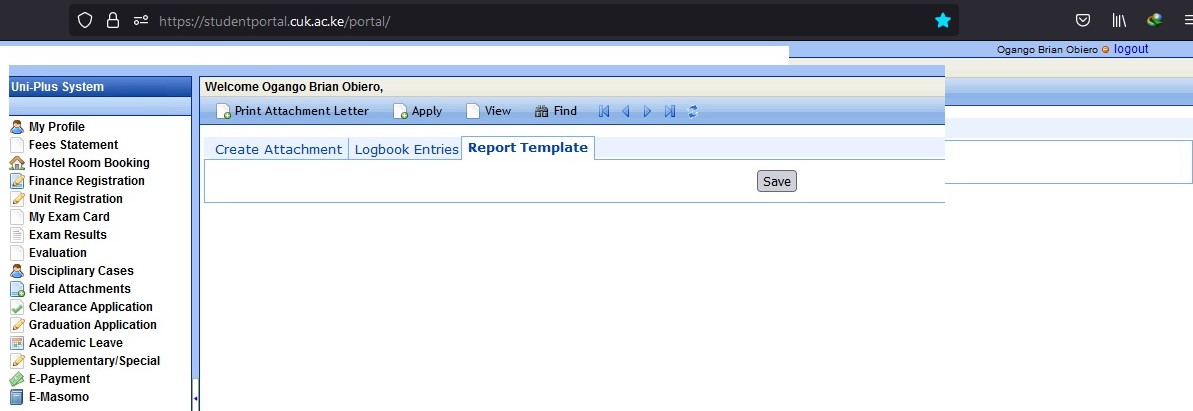
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**Screen 7: Logbook Entries**

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**Step 6:** At the end of the 12th week of attachment, open the “**reporting template**’’ and click on “save”. This will auto-generate your attachment report.

**Screen 8:** **Report Template**

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**NB:** In case of any challenges, contact us via [dacsis@cuk.ac.ke](mailto:dacsis@cuk.ac.ke). Only students who will have updated attachment details by 31st October, 2021 will be assessed.

**D. K. MUTHONI,**

**DIRECTOR, DACSIS.**